

INSTRUCTIONS
for
BUILDING PERMIT WORKSHEET

1. Complete only the shaded, boxed selection of this form. After completion, please print (in triplicate) and bring them to the Permits Office (2nd floor), Administrative Office Building, 220 South Main Street, Bel Air, Maryland .
2. If the construction is to be done by a Maryland Home Improvement contractor, a copy of your contract along with the license number of the contractor is required at the time of application. If you do not have a signed contract from the home improvement contractor, a letter of authorization, indicating their Maryland Home Improvement License number, is required at the time of application.
3. To avoid any delays in making your building permit application(s), or the need for a return trip, please call the Permits Office at 410.638.3103 and ask to speak with a Zoning Technician prior to bringing your Building Permit Worksheet into the Permits Office. If any additional information is required at the time of your application, i.e., plat of your property, letter of authorization, 3 sets of constructions plans, etc., the Zoning Technician will let you know. It is important to bring all required documents with you.

SHOULD THIS APPLICATION BE DENIED FOR ANY REASON, ONLY 50% OF THE FEE WILL BE REFUNDED

HARFORD COUNTY, MARYLAND

BUILDING PERMIT WORKSHEET

WORKSHEET MUST BE SIGNED Grading Permit No. _____

Permit No. _____

Owner Authorization Letter _____

Applicant – Complete Shaded Area - Please Print Clearly

Application Date: _____

Address/Location of Work Site (include city): _____

Subdivision: _____ Water ☐ Public ☐ Sewer ☐ Private ☐ Septic ☐ Well ☐

Permit Request for: _____

Height of Structure: _____ Number of Stories: _____ Finish Basement: _____ Construction Cost: \$ _____

Is this permit application the result of a zoning enforcement investigation or Stop Work Order? _____

Does this request violate your covenants or restrictions for your property? _____

Applicant Information ----> Name: _____ Phone: _____ Fax: _____

Address: _____

Street # Street City State Zip

Property Owner Information ----> Name: _____ Phone: _____

Address: _____

Street # Street City State Zip

Contractor Information ----> Name: _____ Phone: _____

Address: _____

Street # Street City State Zip

MD Home Improvement License #: _____ Verified: _____

Map: _____ Grid: _____ Parcel: _____ Lot No.: _____ Section No.: _____ Plat No.: _____

Building Use: _____ Type Work: _____ TZ: _____ Tax ID: _____

Acreage/Lot Size: _____ Census Tract No.: _____ Field Card: _____

Electricity: _____ Plumbing: _____ Type Heat: _____

Zoning District: _____ Board of Appeals Reference: _____

Forest Conservation: Grandfathered ☐ Exempt ☐ Approved Plan ☐

Plan Information ----> Plans Submitted: _____ Model: _____ No. of Bedrooms: _____

No. of Full Bathrooms: _____ No. of Half Bathrooms: _____ No. of Fireplaces: _____

Fee Calculation ----> Width X Length X Floors = Square Feet X Rate = Fee

_____ X _____ X _____ = _____ X _____ = _____

_____ X _____ X _____ = _____ X _____ = _____

_____ X _____ X _____ = _____ X _____ = _____

ZONING CERTIFICATION FOR THIS PERMIT IS APPROVED BASED ON THIS SITE PLAN
AND INFORMATION SUBMITTED WITH APPLICATION.

I have carefully examined and read this application and the same is true and correct to the best of my knowledge and belief. In doing this work, all provisions of the Harford County Codes and laws of the State of Maryland will be complied with, whether specified or not. I will notify the Department of Inspections, Licenses and Permits twenty-four (24) hours in advance, when I am ready for inspections. No work will be concealed until approved. Consent is given for the entry of authorized inspectors until the job has received a Certificate of Occupancy.

Print Name _____

Signature _____ Date _____

Caution: A permit will expire one (1) year from date issued, unless work is started and diligently pursued.